



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2021-16
11/08/21

POSITION VACANCY

Position: Assistant Secretary

Salary Range: JSP 8 to 10 (\$53,652 - \$84,839) depending upon qualifications

Closing Date: Open Until Filled

Position Overview: The United States Court of Appeals for the Seventh Circuit seeks an Assistant Secretary to a Circuit Judge.

Representative Duties:

The Assistant Secretary schedules work flow, appointments and meetings. Manages case flow by tracking pending cases. Prepares periodic status reports on pending cases. Prepares correspondence, legal documents, and other materials. Answers telephones, screen calls, and provides callers with information. Receives and assists official visitors. Serves as a liaison to all other court support units. Makes occasional travel arrangements and prepares travel vouchers.

Qualifications:

- Five years of progressively responsible clerical or secretarial experience, with at least three of those five years of exposure to law-related matters.
- Excellent vocabulary and grammar, writing ability and proofreading skills.
- Proficiency in use of The Bluebook standardized citation system for legal professionals.
- Demonstrated organizational and record-keeping ability.
- Case management experience.
- Excellent interpersonal skills.
- Proficiency in word processing and Microsoft Suite, including Word, Access, Outlook and Excel.
- Expertise in internet usage and research.
- Ability to type neatly and accurately at a minimum of 50 wpm.

Desired Qualifications:

- Ability to work independently with a pleasant attitude, take directions well, and exercise good judgment without close supervision.
- Proficiency with Excel and computer-assisted legal research applications such as Lexis and Westlaw.
- Case management experience.
- Experience in litigation and/or appellate work.
- A degree from a college, university or legal/professional curriculum.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on our website, under Human Resources, at: www.ca7.uscourts.gov.

Application:

Please forward resume with cover letter and salary history to:

U.S. Court of Appeals - 7th Circuit
Human Resources
219 S. Dearborn Street - Rm. 1670
Chicago, Illinois 60604
Fax: 312-554-8077
E-Mail: ca7_HR@ca7.uscourts.gov

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome. No telephone calls please.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The successful candidate for this position will be required to undergo a FBI background check.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER